

ASSISTANT CITY MANAGER

City of Fremont, California

A City on the Move.





THE COMMUNITY

One of the largest cities in the Bay Area, the City of Fremont (pop. 223,972) prides itself on being both a strategically urban and vibrant community. Originally a small agricultural community, Fremont has gradually developed into an industrial and technological power. Anchored by Tesla Motors, Fremont is a hub for advanced manufacturing high-tech industry and is a vital part of Silicon Valley.

An innovative, high-tech city with a growing economy and a vibrant community life, today Fremont is a City moving forward. It recently ranked 2nd on the list of “Best Run Cities of America” by *24/7 Wall Street*, climbing from the fifth spot last year; came in 3rd on the *Reader’s Digest* “Sharpest, Smartest Cities” list; was voted the 2nd Most Inventive City in America by *The Daily Beast/Newsweek*; ranked first in the nation for technology start-up businesses per capita, with 21 for every 1,000 residents, by San Francisco-based *SizeUp.com*; and was named a “best place to live in 2014” by *Livability.com*. Within its 92-square miles, Fremont boasts over 42 million square feet of office, R&D, manufacturing, and warehouse building space. It is home to dozens of innovative and clean-tech firms including Amgen, Tesla Motors, Redwood Systems, Boston Scientific, and Western Digital, among many others.

A new Bay Area Rapid Transit System (BART) station is scheduled to open in the fall of 2015 in the South Fremont/Warm Springs area; by 2018, BART will extend an additional 10 miles to San José, connecting Fremont to the rest of Silicon Valley for the first time. A Jobs Recovery Strategy for the Warm Springs area includes plans for revitalization of an 850-acre zone with employment growth ranging from 9,700 to 12,300 jobs and housing development to potentially 3,900 units. Additionally, downtown Fremont is on the brink of an exciting transformation. The 110-acre, centrally located commercial area is poised to become a vibrant, urban mixed-use district featuring pedestrian-friendly street-level retail, commercial and civic uses, as well as public open spaces.

Residents of Fremont enjoy some of the best weather in the country and a quality of life to match. Fremont is home to 58 parks, including 450-acre Central Park and 80-acre Lake Elizabeth, as well as five community centers, a senior center, extensive sports facilities, and the Don Edwards San Francisco Bay National Wildlife Refuge. Community members also enjoy local art galleries, historic attractions, farmers markets, museums, and performing arts centers, as well as easy access to several major educational institutions, three international airports, and numerous professional sports and other cultural opportunities. Fremont boasts a high rate of home ownership, a highly rated public school system, low crime and unemployment rates, and one of the most ethnically and culturally diverse populations in the Bay Area. The average household income is \$115,000 and 49 percent of Fremont residents have bachelor’s, graduate, or professional degrees.

CITY GOVERNMENT

Fremont is a General Law City operating under a Council/Manager form of government. The City Council is comprised of the Mayor, who serves a four-year term with a two term limit, and four Council Members who serve staggered, overlapping four-year terms, also with a two term limit. The Mayor is elected directly and all Council Members are elected at-large in November of even-numbered years.

The City Council is assisted in its duties by a variety of advisory boards, commissions, and committees, whose members are appointed by the Mayor, subject to the approval of the Council, and who generally serve four-year terms. The City Council also appoints both the City Manager and the City Attorney. City Departments include City Attorney’s Office; Community Development; Community Services; Economic Development; Finance; Fire; Human Resources; Human Services; Police; Information Technology Services; City Clerk; and Public Works.

As a full-service municipality, Fremont maintains a workforce of approximately 860 staff. It is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

Fremont has a balanced General Fund budget of \$156.8 million (total budget \$238 million) for the 2014-2015 fiscal year. Its most significant revenue sources are property tax and sales tax, both of which are expected, during FY 2014-15, to be at their highest levels in the past 10 years and which serve as good indicators of the City’s economic recovery. Additionally, the City has healthy financial reserves with a total reserve level of 17.3 percent for this fiscal year, and the current budget demonstrates renewed economic health in several key ways. These include increasing prefunding for the City’s other post-employment benefit liabilities; contributing \$1 million annually to capital projects; enhancing funding for street maintenance; providing contributions for the Downtown and South Fremont/Warm Springs projects; and funding for Sunday hours at the Fremont Main Library.

By all indications, the City of Fremont is enjoying recovery, stability, and growth. It is committed to fulfilling the City Council’s vision that Fremont will be a more strategically urban, vibrant, sustainable, well-designed, diverse and globally-connected economic center anchored by strong neighborhoods, community pride, an involved citizenry, and an outstanding quality of life.

Visit www.thinksiliconvalley.com for more information on Fremont’s exciting vision for the future.





CITY MANAGER'S OFFICE

The City Manager's Office works to carry out the City Council's vision by overseeing Fremont's day-to-day operations and by conducting a variety of services and activities. These include providing support and advice to the City Council; offering leadership and policy support for City Departments; leading special projects, fostering community partnerships and interagency collaboration; connecting citizens with their community; and working to advance City-wide initiatives that strengthen organizational and community vitality. It also aids in the City Council's legislative policy efforts in support of Fremont's interests.

As the Chief Executive Officer, the City Manager currently oversees the public safety and operating departments, and is heavily engaged in the City's aggressive economic development efforts. Fremont's Assistant City Manager manages the City's operations and maintains a strong internal focus overseeing Human Resources, Finance, Information Technology, and the City Clerk's Office. This position provides valuable leadership to the City's staff in the creation and management of the annual budget and labor relations.

The City Manager's Office is supported by 8 full-time staff members and has a FY 2014-15 budget of \$2.33 million. The Assistant City Manager and Deputy City Manager/City Clerk positions are split between the City Manager's Office and the City Clerk's Office.

This recruitment is being initiated in response to the former Assistant City Manager being appointed to a City Manager position in Southern California.

THE IDEAL CANDIDATE

The ideal candidate will be an exceptional manager and leader of people and projects. A history that reflects the ability to be proactive and extremely strategic will be considered favorably. The demonstrated ability to consistently perform with minimal direction and guidance is required to be successful in the Assistant City Manager role. Fremont is desirous of attracting local government professionals who have proven success in working with and supporting visionary high energy leaders.

The individual selected will be expected to be well-versed in all aspects of municipal government and offer significant depth of knowledge in the fields of finance and human resources. The ability to manage a significant portfolio of high profile priorities will be carefully evaluated. Ideal candidates will also have a range of accomplishments that reveal versatility, innovation and the ability to deliver more than what is expected.

Fremont's Assistant City Manager will have a reputation for being a hard worker who is passionate about public service and transforming communities. He/she will enjoy a fast paced environment and possess the natural ability to think big picture while simultaneously respecting the importance of being attentive to critical detail. The ideal candidate will balance the demands of the job with a healthy sense of humor and positive attitude.

A general awareness of industry best practices and a keen understanding of contemporary uses of technology and social media are required. The ideal candidate will have a reputation for being extremely prepared regardless of the situation. His/her career history will display the ability to produce thorough and credible high quality staff work through others. Previous experience effectively facilitating sound decision making among policymakers and sophisticated political acumen is highly desirable.

The ideal candidate will be an empowering professional who is open to the ideas and opinions of others and encourages people to stretch and test the perceived boundaries of their potential. A history that reveals good mentoring practices along with the willingness to teach and share his/her expertise will be expected. The individual selected will exhibit a motivating style which emboldens the City's workforce to constantly grow and achieve.

Fremont's Assistant City Manager will be an exceptional and persuasive communicator who enjoys staying visible and actively engaged with the entire organization as well as the community. He/she will be an accessible and personable leader who communicates with credibility and confidence. He/she will display a high comfort level in interacting with elected and appointed officials and constituents. Responsiveness to internal and external customers and the importance of diligent follow-through are prominent organizational values in Fremont and the Assistant City Manager is expected to model these philosophies.

In partnership with the City Manager, the individual selected will serve as the co-leader of the City's executive team, therefore, he/she must think and act from a citywide perspective and function well in a culture that prides itself on high level problem solving and high level collaboration.

Any combination of education and/or experience that provides the knowledge and skills necessary to fill the role as described in this brochure will be acceptable. The ideal candidate will be expected to have at least 3 years of senior level local government management experience. A professional history that reflects consistent upward mobility and being charged with increasingly complex responsibilities is highly desirable. A Bachelor's degree in a relevant discipline is required. A Master's degree and/or completion of formal executive leadership development training is strongly preferred.





COMPENSATION & BENEFITS

The salary range for this position is \$173,661 - \$217,077. Placement within the range will be DOQE. Salary is supplemented by a competitive benefits package that includes, but is not limited to:

Retirement – Classic PERS member formula 2% @ 60 (7% employee contribution); 2% @ 62 CalPERS (6.25% employee contribution).

Health Insurance – Health benefits allowance of \$1,750.13 (\$1,830.13 effective 1/1/15) per month for medical, dental, and vision premium coverage. Excess over premium cashable up to \$580 monthly.

Retirement Savings Plan – City contributes 2% of base salary to 401(a) plan.

Deferred Compensation – Two plans are available. City contribution without a required match.

Life Insurance – City paid \$100,000 coverage; employee paid supplemental plans available.

Long-term Disability – City paid; Short-term Disability plan also available.

General Leave* – 128-188 hours annually depending on years of service.

Management Leave* – 112-124 hours annually depending on years of service.

Holidays – 13 Days (12 City Observed Holidays + 1 Floating Holiday).

**City provides credit for up to 10 years of service with other public agencies to determine accrual level.*

APPLICATION & SELECTION PROCESS

This recruitment will close at midnight on **Sunday, August 10, 2014**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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Resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to interview in Fremont later this summer. The City Manager anticipates making an appointment following further selection activities and the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

